



# Department of Managed Health Care

## JOB OPPORTUNITY

ARNOLD SCHWARZENEGGER, Governor

DALE E. BONNER, Agency Secretary

Release Date: 06/13/07

**CLASSIFICATION:** Office Technician (Typing)  
1 Position, Full-Time

**FINAL FILE DATE:** Until Filled

**SALARY:** \$ 2598.00 - 3157.00

**LOCATION:** Office of Legal Services  
980 9<sup>th</sup> Street, Suite 500  
Sacramento, Ca 95814

**DUTIES AND RESPONSIBILITIES:** Under the direct supervision of a Staff Services Manager and the general direction of the Assistant Deputy Director of the Office of Legal Services. The incumbent provides a variety of clerical duties, including: typing, formatting and editing legal, legislative and regulatory documents; opening and maintaining files; assisting in organizing regulatory and legislative mailings; screening telephone calls and answering non-technical questions; and performing other duties and special projects as required.

**DESIRABLE QUALIFICATIONS:**

- ◆ Ability to organize & establish workload priorities simultaneously & work under pressure
- ◆ Exercise initiative & flexibility
- ◆ Ability to work independently, as well as, cooperatively and effectively with others.
- ◆ Ability to follow oral & written instructions & able to adjust to shifting priorities & meet deadlines
- ◆ Dependable, punctual, excellent attendance
- ◆ Knowledgeable of modern office methods & equipment & experience with personal computers with knowledge of Microsoft Word, Excel, etc.

**WHO MAY APPLY:** State employees who are currently in the above classification, have list eligibility for appointment, or have transfer eligibility, are encouraged to apply. **Appointment is subject to SROA.** For further technical information regarding the position, please contact Kimberlee Hess at (916) 322-4739. **SEND A COMPLETED APPLICATION/RESUME TO THE PERSON AND ADDRESS PROVIDED BELOW** (please include your social security number for eligibility verification and indicate position# 461-1139-xxx under the job title).

**SUBMIT APPLICATION AND/OR RESUME TO:**

Department of Managed Health Care  
Attention: Office of Legal Services – Kimberlee Hess  
980 9<sup>th</sup> Street, Suite 500  
Sacramento, CA 95814

California Relay Service: Voice Line: 1-800-735-2922  
TDD User: 1-800-735-2929

461-1139-xxx

AN EQUAL OPPORTUNITY EMPLOYER – EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, AGE, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, OR SEXUAL ORIENTATION.